

## MEMORANDUM

TO: Applicants

FROM: North Reading Community Planning Commission

SUBJECT: Guidelines for Processing Applications

The Community Planning Commission wants to process applications as speedily as possible. We understand the regulations are complex and often confusing. The regulations are designed to deal with different situations from large scale developments to simple boundary changes. Therefore, not all the regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project's conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 664-6050 for an appointment.

**The key to receiving a prompt decision is to have all the necessary information in the Planning Office before the Community Planning Commission board meeting. All applications MUST be submitted to the Planning Office at least TWENTY-ONE (21) DAYS prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Administrator will schedule you for a Public Meeting. In order to be scheduled, your application must be complete.**

We recommend that you meet with the Planning Administrator when you submit your Application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Community Planning Office, Town Hall.

The application form must be properly filled out. The application form is intended to be self explanatory, but be sure that you show the following:

WHO owns the property? If the applicant is not the owner, this must be explained.

WHERE is the property located?

WHAT do you propose to do? Attach sketches, plot plans, pictures, construction plans, or whatever may help explain the proposed use. Include copies of any prior applications concerning the property.

WHY does your proposed use require Site Plan approval by the Community Planning Commission.

WHY should the approval be granted.

Mail or deliver the completed application, with all attachments to the Planning Office. A fee is charged sufficient to cover the cost of reviewing the application and all accompanying

materials. Make check payable to the Town of North Reading and remit with your application.

The Community Planning Commission will schedule a public hearing within thirty (30) days of receipt of your properly completed application. Public notice of the hearing will be posted and printed in a newspaper, and notice will be mailed to you and to all abutters and to other parties whom the Commission may deem to have an interest, at least five days before the date of the hearing. You and all other parties will be invited to appear in person or by agent or counsel to state reasons why the Site Plan should or should not be approved.

After the public hearing, the Commission will reach a decision. You will be provided with a copy of this notice of decision.

If you believe the Commission's decision is wrong, you have the right to appeal. The Selectmen, or any party affected, have similar rights to appeal the decision to the North Reading Board of Appeals. The motion must be made within 30 days of the Commission's decision, and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable.

## **DEFINITIONS**

### **ABUTTER LIST**

A list of all property owners of all the parcels within 300 feet of all property lines of the applicant's parcel. This list is compiled and certified by the North Reading Assessor's Office.

### **VICINITY OWNERSHIP MAP**

Drawn to scale, at least 8½" X 11", showing all parcels in the vicinity adjacent to and surrounding the property, within a radius of 300 feet from the exterior boundaries of the property. Each such parcel shall be designated by number to correspond with the abutter list.

### **LETTER OF EXPLANATION**

A separate statement explaining the nature and intent of the proposed development and reasons justifying the request. References to effects produced by the request upon surrounding neighborhoods, and the Town at large, should be included.

### **SEVEN SETS OF PLANS TO INCLUDE:**

- A. Complete development plans
- B. Architectural elevations (front, rear, both sides)
- C. Landscape Plans
- D. Signage Details

## **SITE PLAN REVIEW** **APPLICATION PACKAGE**

## **COMMUNITY PLANNING COMMISSION**

In order for an application to be considered "COMPLETE" all of the following items must be submitted:

1. One (1) copy of an application form
2. Vicinity ownership map
3. Seven (7) copies of the site plans
4. A letter from owner authorizing the applicant to file on owner's behalf
5. Evidence of filing with Town Clerk  
(To be provide by the CPC office at the time of submittal.)
6. Evidence that taxes are paid up to date
7. A brief letter of explanation
8. Compete certified list of abutters  
(Obtainable from North Reading Assessing Office)

**NOTE:** Other supporting documents including, but not limited to drainage calculations,

traffic studies, the decisions of other boards, conditions, covenants or permits already in effect, etc. may be required by the Community Planning Commission prior to a final decision.

All costs incurred from legal advertisements and abutters notices will be borne by the applicant.

**TOWN OF NORTH READING, MASSACHUSETTS  
COMMUNITY PLANNING COMMISSION**

**SITE PLAN REVIEW APPLICATION FORM**

Filing Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_

**PRINT LEGIBLY OR TYPE**

1. Name of Legal Owner of Record:  
Address:  
Telephone: (\_\_\_\_)
2. Name of Applicant:  
Address:  
Telephone: (\_\_\_\_)
3. Relationship of applicant to property if other than owner:  
(Written permission from owner is required)
4. Description of Property:  
Address:  
Map #: \_\_\_\_\_ Parcel(s) #:

5. Area of Entire Tract:

Portion Being Affected:

Frontage \_\_\_\_\_ Feet

Depth \_\_\_\_\_ Feet

List all Zoning Districts and Affecting Property

6. Currently Existing Use and/or Situation:

7. Proposed Use and/or Situation:

8. List all Maps, Plans and Other Accompanying Materials Submitted with the Application:

A.

B.

C.

D.

E.

F.

G.

9. Description of Site Plan:

Type: ( ) Commercial ( ) Industrial ( ) Mixed-Use ( ) Multi-Family

Total Building Square Footage:

Number of Units:

10. Deed Restrictions and/or Covenants that Currently Apply or are Contemplated:  
(Yes/No). \_\_\_\_\_ If YES, Attach Copy.

11. Name and profession of person designing plan:

Name:

Address:

Profession: \_\_\_\_\_ Telephone: (\_\_\_\_)

12. List all public improvements and utilities to be installed.

13. Are any Waivers, Special permits, or Variances requested? (Yes/No). \_\_\_\_\_ If YES,  
List.

A.

B.

C.

D.

**NOTE:** It is the responsibility and obligation of the applicant to read the pertinent regulations and submit plans conforming to all town requirements. Any preliminary or final approval by the Community Planning Commission shall be subject to adherence with all requirements of the Zoning Bylaws unless relief is specifically granted by the appropriate permit granting authority.

**Signature of Applicant or Agent:**

**Print Name** of Applicant or Agent:

Address:

Telephone: (\_\_\_\_)